



2023 CACFP PROVIDER ANNUAL TRAINING

EVERGREEN CHILD CARE, INC.





If you see a QR code in the following pages feel free to point your phone at it and it will lead you to the corresponding training materials.

QR code to answer sheet



Please print answer sheet before continuing

Providers need to answer the 20 multiple choice questions that are available throughout this training material. The answer sheet is available in our website under the **Annual Training tab**. Please circle your answers on the sheet and submit it to our agency no later than **Friday, September 29th, 2023**.

In order to receive credit and certificate, providers must score at least 18 correct out of 20.

Please mail your answer sheet to our office, as we need your original signature. **Please do NOT fax or e-mail your answer sheet.**

Thank You!

Link to answer sheet: [http://www.evergreencacfp.org/uploads/16932651532023-answer-sheet-for-dch's-\(english-&-spanish\).pdf](http://www.evergreencacfp.org/uploads/16932651532023-answer-sheet-for-dch's-(english-&-spanish).pdf)

OVERVIEW

Civil Rights

Medical Statement & Milk Substitution Form

Enrollments

Enrollment Renewal (2023-2024)

Record Retention

Daily Record Keeping Requirement

Meal Service Schedule

Daycare License Renewal Fee

Meal Pattern Requirements

Ounce Equivalents of Grains in the CACFP

Claim Submission and Reimbursement

Monitoring Visits

Women Infant and Children Program (WIC)

Newsletters

Civil Rights

CIVIL RIGHTS

The civil rights regulation is a regulation that was established since 1964 under the Title VI of the Civil Rights Act with the purpose to ensure no recipient of federal financial assistance shall discriminate on the basis of race, color, or national origin as it pertains to participation in programs, activities, or services.

Collection and Use of Data

Evergreen is required to collect and report racial and ethnic data annually.

Data may be collected on the participant's enrollment form, meal benefit form, or through other means.

UPDATE (2021) - The U.S. Department of Agriculture (USDA) issued guidance that visual observation and identification is no longer an allowable practice in obtaining race and ethnicity data from Child and Adult Care Food Program (CACFP) and Summer Food Service Program (SFSP) participants.

Providers should use methods that are based on self-identification and self-reporting. A best practice for this would be obtaining the information from parents or guardians or adult participants.

The USDA received reports that program participants do not want to have their race or ethnicity determined for them. Moreover, a third party's observation of an individual's appearance is not a reliable means to capture how a participant self-identifies their own racial or ethnic identity. The USDA acknowledges the challenges this may cause in the collection of demographic data. **The preferred method remains to be self-identification and self-reporting.**

Evergreen will greatly appreciate your participation with this matter.

Requirements for Language Assistance

Evergreen is required to take reasonable steps to assure meaningful access to program information and services for people with Limited English Proficiency (LEP). People with LEP do not speak English as their primary language and have a limited ability to read, speak, write, or understand English.

Americans with Disabilities Act Accessibility

A qualified person with a disability may not be excluded from the program, or subjected to discrimination. Evergreen and its providers may not restrict access for participants with disabilities to programs, services, and activities because of architectural or equipment barriers, or the need for related aids and services and auxiliary aids. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Title II are based upon the premise that participants with disabilities will be integrated with their nondisabled peers as much as possible.

Daycare facilities shall operate their program or activity so that when each part is viewed in its entirety, it is readily accessible to disabled persons. If parts of the daycare facility are not accessible, the daycare must offer comparable access to a person with a disability. Every part of a facility must be accessible to and usable by persons with disabilities.

Requirements for Reasonable Accommodation of Persons with Disabilities

MEDICAL AND NON-MEDICAL FOOD SUBSTITUTIONS

Medical Statement

It must be submitted for any of the following reasons:

1. Participant has a disability or a medical condition that requires a special meal and/or accommodation.
2. Participant does not have a disability, but is requesting a special meal or accommodation due to a food intolerance or other medical reason. This form must be completed in its entirety and submitted to Evergreen before the day care home can make any meal substitutions for child.

Day care homes are required to accommodate the special dietary needs of participants with disabilities.

An individual with a disability is defined as any person who has physical or mental impairment that substantially limits one or more major life activities or is regarded as having such an impairment. Major life activities include caring for one's self, eating performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

For participants who do not have a disability, day care home may, at their discretion, accommodate special needs. However, any menu substitutions made for non-disabled participants must meet the CACFP meal pattern requirements in order to claim meals and snacks for reimbursement. Requests for special meals or accommodations must be documented by a medical statement.

The medical statement must specify:

- The participant's disability or medical condition
- The specific diet prescription or accommodation requested
- Specific foods to be omitted and suggested substitutions

The medical statement must be signed by:

- A licensed physician for participants with a disability
- A licensed physician, physician's assistant, or nurse practitioner for participant without a disability.

A medical statement does not need to be updated unless there is a change in the dietary restriction.

The medical statement form is available in Evergreen's website in the Forms tab:

<http://evergreencacfp.org/forms>

Complaint Procedures

There are written procedures for handling civil rights and program complaints.

A civil rights complaint can be a written, verbal, or anonymous statement alleging discrimination based on one or more of the six protected bases in the CACFP: race, color, national origin, sex, age, or disability.

All complaints of discrimination must be forwarded to the USDA national office within 180 days for review. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found on the USDA Filing a Program Discrimination Complaint as a USDA Customer (<https://www.usda.gov/oascr>), and at any USDA office, or write a letter addressed to the USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to the USDA by:

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
2. Fax: 202-690-7442
3. E-mail: program.intake@usda.gov.

Whenever Evergreen receives a complaint, the Civil Rights Coordinator must log the complaint. The complaint log should include (at a minimum) the following:

- Name, address, and telephone number or other means of contacting the person filing the complaint (if not anonymous);
- Specific location and name of the agency;
- Nature of the complaint or action that led to the charges being filed.

Our agency Director, Young Jin Pak, is also the Civil Rights Coordinator for Evergreen. We ask our providers to report all complaints regarding program and civil right matters to Evergreen before escalating the matter to the next level.

Customer Service

Good customer service is an important part of the complaint process. Evergreen Child Care, Inc. (ECCI) staff will:

- Treat everyone equally
- Be knowledgeable of rights and responsibilities
- Evaluate any barriers that prevent or deter anyone from receiving benefits, then eliminate those barriers
- Be respectful and patient

Conflict Resolution

Conflict resolution goes hand-in-hand with good customer service. ECCI staff will provide good customer service to help avoid potential civil rights complaints. When interacting with providers, ECCI staff will:

- Avoid the desire to place blame
- Attempt to improve the situation
- Allow provider to communicate their feelings
- Improve relationships and increase communication
- Avoid repeating the situation

Medical Statement & Milk Substitution Form

Evergreen reminds all daycare home providers that non-dairy beverages may be served in the Child and Adult Care Food Program in place of cow's milk *when a participant has a Milk Substitution Form or Medical Statement on file*. We want to ensure that our providers are aware of this requirement, as failure to comply with this requirement may lead to serious deficiency.

Evergreen has added the following regulation to the provider manual (available in our website, evergreencacfp.org).

SERVING NON-DAIRY MILK WITHOUT A MILK SUBSTITUTION FORM OR MEDICAL STATEMENT ON FILE: If a child will be served non-dairy milk, the provider is required to print and provide the applicable form to the child's parent/legal guardian:

Milk Substitution Form: If the child does not have a disability, but the parent/legal guardian is requesting a fluid milk substitute due to personal preference (other than taste preference), a milk substitution form is required and needs to be signed by the parent/legal guardian prior to serving. This form must be submitted to Evergreen immediately.

Only approved non-dairy milks can be used. Please refer to the milk section on Evergreen's provider manual for further guidance.

Link to Milk Substitution Form: <http://www.evergreencacfp.org/uploads/1690224401cacfp49-request-for-milk-substitution-may23.pdf>

California Department of Social Services
Child and Adult Care Food Programs Branch
Request for a Fluid Milk Substitution Child and Adult Care Food Program
CACFP 49 (Rev. 02/2022)

Name of Agency _____
Participant Name _____ Name of Site _____ Site Telephone # _____
Name of Parent/Legal Guardian or Adult Household Member _____ Date of Birth _____
Telephone # _____

The above listed participant does not have a disability, but the legal guardian or adult household member is requesting a fluid milk substitute due to a personal or other special dietary need. This form is to be submitted to the Child and Adult Care Food Program agency for the child's or adult's participation in the program. The Child and Adult Care Food Program agency will review the request and determine if the child or adult is eligible for a fluid milk substitute. The agency will notify the parent/legal guardian of the decision. This form is for use by the parent/legal guardian only. It is not to be used for other purposes. A parent/legal guardian who provides false information on this form may be subject to disciplinary action.

This written statement will remain in effect until the next session or adult household member provides another statement or until the agency discontinues the fluid milk substitution option. Agencies participating in National Child Care Programs are encouraged, but not required, to accommodate reasonable requests. A parent/legal guardian must sign this form.

Medical or Other Special Dietary Need Requiring a Fluid Milk Substitution _____

Child Care
Signature of Parent/Legal Guardian _____ Child Care
Printed Name of Parent/Legal Guardian _____
Date _____

Adult Day Care
Signature of Participant/Adult Household Member _____ Adult Day Care
Printed Name of Participant/Adult Household Member _____
Date _____

Medical Statement Form: If the child has a physical or mental impairment that restricts the child's diet (including dairy milk) a medical statement form is required. The medical statement form needs to be completed and signed by a State Licensed Healthcare Professional. This form must be submitted to Evergreen immediately.

Link to Medical Statement: <http://www.evergreencacfp.org/uploads/1690224421cacfp-97.pdf>

The image shows a medical statement form titled "Medical Statement to Request Special Meals or Accommodations in the Child and Adult Care Food Program". The form is from the California Department of Social Services, Child and Adult Care Food Program Branch, and is form CACFP-97 (3/2023). It contains 17 numbered fields for information such as institution name, site name, child name, age, parent name, and a description of the child's physical or mental impairment. It also includes checkboxes for food textures (Regular, Chopped, Ground, Puréed) and a section for suggested substitutions and adaptive equipment. The form ends with a signature line for a state licensed healthcare professional, including fields for printed name, phone number, and date.

Failure to comply can lead to Serious Deficiency and ECCI will take the following actions:

- First offence: Training will be provided and applicable meal disallowances will be made.
- Second offence: Letter will be issued to the provider and a corrective action plan will be required. Also, applicable meal disallowances will be made.
- Third offence: SD Process will be initiated and applicable meal disallowances will be made.

If you need further assistance with this matter, please feel free to contact us at (213) 380-3850.

Enrollments

ENROLLMENTS

Providers can only start claiming meals for children after receiving a completed enrollment form.

The enrollment form must be signed and dated by the parent/guardian. Provider signature is also required.

The signature date will be the child's official enrollment date to the nutrition program.

The form is titled 'CHILD ENROLLMENT REPORT' and is from Evergreen Child Care, Inc. (ECCI). It includes the following sections:

- Provider Information:** Provider Name: W001, 2000 Western Blvd, Las Vegas, NV 89103. Phone: (702) 488-5770.
- Child Information:** Child Name: [Redacted], DOB: [Redacted], Gender: [Redacted], Ethnicity: Not Hispanic or Latino, Race: Asian.
- Parent Information:** Parent Name: [Redacted], Address: 818 Riverside Drive, Las Vegas, NV 89103. Phone: [Redacted].
- School Information:** School Name: [Redacted], School District: Clark County, School Address: [Redacted].
- SPECIAL INFO:** Section for additional notes or special needs.
- Enrollment Instructions:** A large block of text explaining the enrollment process, including the requirement for a signed and dated form, and the 5-day deadline for submission.
- Signature Line:** A line for the provider's signature and date.

Please note:

1. All completed enrollment applications must be submitted to Evergreen Child Care, Inc. (ECCI) within **5 calendar days** from the date that the parent and/or legal guardian signed.
2. If enrollments are **not** received within the **5 calendar days**, the child will become eligible as of the date that ECCI receives the enrollment form.
3. All providers must have a completed enrollment for ALL children prior to enrollment date or on the first day in care (when child is dropped off). This includes children during day care “trial” period and drop-in children.
4. Providers must keep a copy of the signed and dated enrollments.

PLEASE REMEMBER:

The only way for providers to be able to prove that the nutrition program has been introduced to the parent or legal guardian is by obtaining a completed enrollment application **prior or on the first day in care.**

It is imperative to understand that **ONLY** the parent or legal guardian can decide their children's participation in the CACFP.

ECCI highly recommends the following:

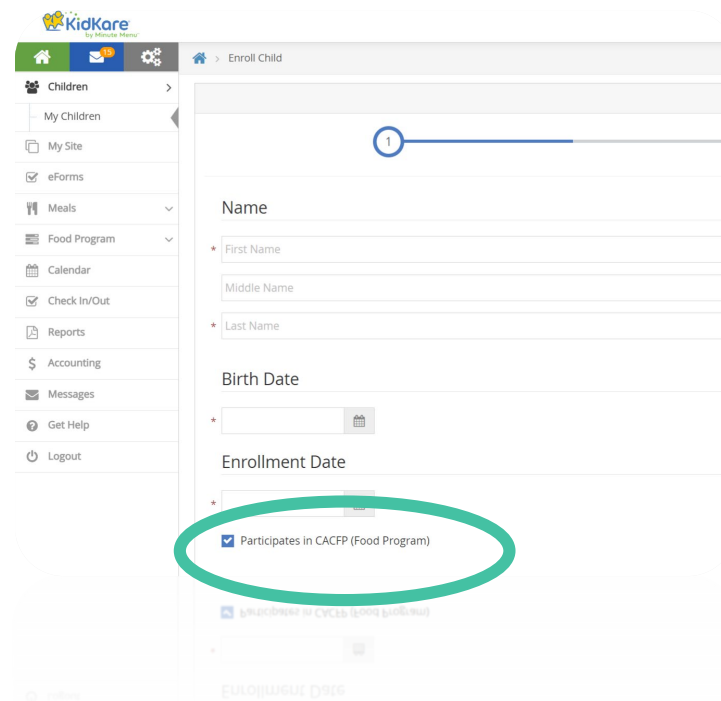
- Include the food program enrollment application along with the daycare registration packet, to ensure it was introduced prior to enrollment date.
- Have parents complete the enrollment on or before the first day of care (before the parent or legal guardian leaves the child in care).
- Before the enrollment is submitted to Evergreen, please ensure the enrollment is completed with the parent's or legal guardian's signature and date.

Any incomplete enrollment application will not be processed and meals claimed for that particular child will not be subject for reimbursement until ECCI receives the completed enrollment.

What if the parent/guardian declines to participate in the nutrition program?

A COMPLETE/SIGNED ENROLLMENT IS STILL NEEDED. When completing the child's enrollment ensure to do the following:

On the first step of the enrollment application REMOVE THE CHECK MARK in the Participates in CACFP box.



The screenshot shows the 'Enroll Child' form in the KidKare system. The form includes fields for Name (First, Middle, Last), Birth Date, and Enrollment Date. A checkbox labeled 'Participates in CACFP (Food Program)' is checked and circled in green. A progress indicator at the top shows step 1 of 1. The left sidebar contains navigation options: Children, My Children, My Site, eForms, Meals, Food Program, Calendar, Check In/Out, Reports, Accounting, Messages, Get Help, and Logout.

Enrollment Application Regulation:

Providers are required to offer the food program to all children in their care. Regardless of the child's participating status (participating or non-participating). The CACFP enrollment application needs to be completed (with parent/guardian signature and date) prior to the child's first day in care. Copies of enrollments must be kept and made available during monitoring visits.

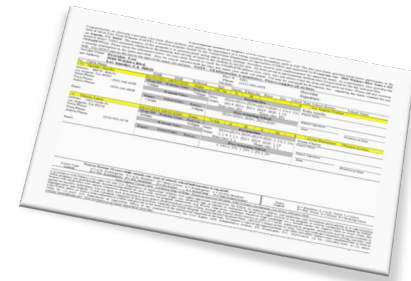
Failure to comply with the Enrollment Applications Regulation will result in the following:

- **1st offense:** Provider will be retrained on site by ECCI staff and the child(ren) present during our visit without an enrollment will have to be enrolled immediately (the same day of our finding). ECCI staff will contact the provider once back in the office, to ensure that the provider has mailed or personally delivered the completed enrollment application to the ECCI office.
- **2nd offense:** Provider will have to submit a Corrective Action Plan and a follow-up visitation will be conducted. The child(ren) present during our visit without an enrollment will have to be enrolled immediately (the same day of our finding). ECCI staff will contact the provider once back in the office, to ensure that the provider has mailed or personally delivered the completed enrollment application to the ECCI office.
- **3rd offense:** Provider will be issued a Serious Deficiency Letter and a follow-up visitation will be conducted. The child(ren) present during our visit without an enrollment will have to be enrolled immediately (the same day of our finding). ECCI staff will contact the provider once back in the office, to ensure that the provider has mailed or personally delivered the completed enrollment application to the ECCI office.

URGENT

*YOU NEED TO PRINT
YOUR RENEWAL*

Enrollment Renewal 2023-2024



ENROLLMENT RENEWAL 2023-2024

ALL active providers must renew each child's enrollment for the new fiscal year in the month of **September**. All active children's enrollments expire on the last day of September of every year.

The 2023-2024 Enrollment Renewal Report contains all of your current daycare children's enrollment information. **The children's parents/ guardians must provide their signature to renew their child's enrollment in the nutrition program.** In order to renew the child's enrollment for the new fiscal year, ECCI must have the provider's completed enrollment renewal report on file.

ALL DAYCARE HOME PROVIDER'S NEED TO PRINT THEIR OWN ENROLLMENT RENEWAL REPORTS (SEE NEXT TWO SLIDES)

Enrollment Renewal Reports are due by

Friday, September 29, 2023

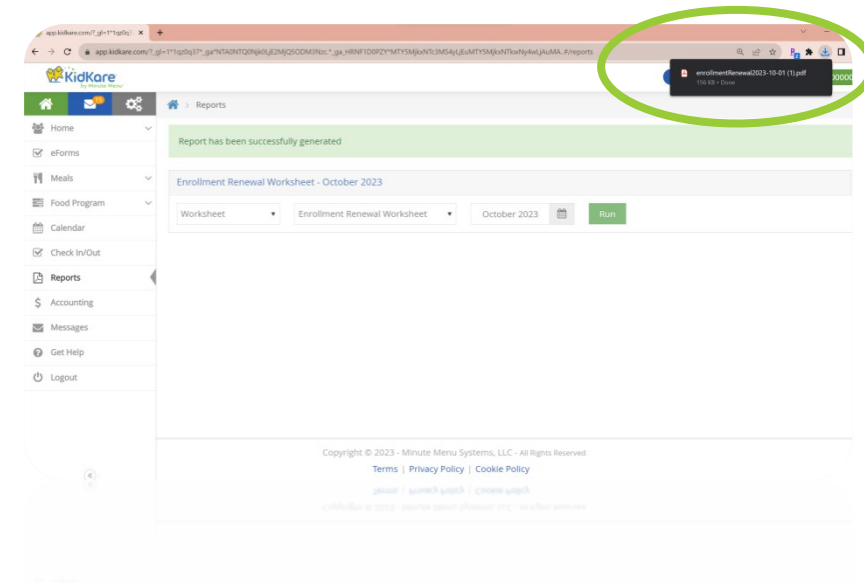
Please **mail** in your enrollment renewal reports, as we need to have the original signatures (E-mailed or faxed copies will not be accepted)

HOW TO ACCESS & PRINT YOUR ENROLLMENT RENEWAL REPORT

Must click
on OCTOBER
2023

To access and print your Enrollment Renewal Report login to your KidKare account and do the following:

- On the side tool bar click on **REPORTS**
- On the 1st drop down menu click on **WORKSHEET**
- On the 2nd drop down menu click on **ENROLLMENT RENEWAL WORKSHEET**
- On the 3rd window, you **MUST** select **OCTOBER 2023**
- Click on **RUN** to generate your report (if using the Google browser, the report now generates on the top right corner of your screen)
- Print and complete ALL the pages



app.kidkare.com/?_gl=1*1qz0q3... x +

app.kidkare.com/?_gl=1*1qz0q3*_ga*NTA0NTQ0Njk0LjE2MjQ5ODM3Nzc.*_ga_HRNF1D0PZY*MTY5MjMjNTc3MS4yLjEuMTY5MjMjNTk0Ny4wLjAuMA.#/reports

Home > Reports

Home

eForms

Meals

Food Program

Calendar

Check In/Out

Reports

Accounting

Messages

Get Help

Logout

Enrollment Renewal Worksheet - October 2023

Worksheet

Enrollment Renewal Worksheet

October 2023

Run

Enrollment Renewal Worksheet

1 / 12

Enrollment Renewal Report (10-01-2023 - 9-30-2023)

Completions on choosing a provider who cares about children and values the importance of a strong nutrition foundation early in life! The day care home provider listed below participates in the Child & Adult Care Food Program (CACFP), a nutrition program funded by the United States Department of Agriculture (USDA) and sponsored by Foraysure, Inc. 2000 Wilshire Blvd, Suite # 210, Los Angeles, CA 90061. The purpose of this program is to promote good eating habits among children. Foraysure monitors each enrollment for approval. As a participant, your provider has agreed to follow USDA nutrition standards in the planning and serving of meals to the children in their care. All food served to participating children must be provided by the day care provider.

NO PAYMENTS: Please check the information below for your child. Record or verify the CACFP/ELB address each year, sign, and place it and the approval and pick-up times. Please add any corrected or missing information in the space provided. Also, be sure to confirm both the date and make your child will attend. You may be contacted by Foraysure, Inc. regarding the meals claimed for your child. You may also be contacted by the state of California for verification. **NOTE: All information is mandatory. Please complete all sections.**

Provider Name: **John Wilshire Blvd** Provider: **John Wilshire Blvd** Provider: **John Wilshire Blvd**

Address: **Los Angeles, CA 90061** Address: **Los Angeles, CA 90061** Address: **Los Angeles, CA 90061**

Child Name	DOB	DOB	Religion	Age	Gender	Ethnicity	Race	Site	School Type	School District	School Name
Agustin Garcia	01/02/2011	06/05/2020	Not Indicated	12y 5m	Active	Hispanic		F	School	Los Angeles Unified	
Los Angeles C-90061	7:00am	7:00pm	7:00am	7:00pm	7:00am	7:00pm	7:00am	7:00pm	7:00am	7:00pm	7:00pm
Los Angeles C-90061	7:00am	7:00pm	7:00am	7:00pm	7:00am	7:00pm	7:00am	7:00pm	7:00am	7:00pm	7:00pm
Los Angeles C-90061	7:00am	7:00pm	7:00am	7:00pm	7:00am	7:00pm	7:00am	7:00pm	7:00am	7:00pm	7:00pm

Notes to Parents: If your child attends any type of weekend school, additional information is required.

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ENSURE YOUR REPORTS ARE COMPLETE

Enrollment Renewal Report (10/1/2023 - 9/30/2024)

Congratulations on choosing a provider who cares about children and realizes the importance of a strong nutrition foundation early in life! The day care home provider listed below participates in the Child & Adult Care Food Program (CACFP), a nutrition program funded by the United States Department of Agriculture (USDA) and sponsored by Evergreen, Inc. 3850 Wilshire Blvd. Suite # 210, Los Angeles, CA 90010. The purpose of this program is to promote good eating habits among children. Providers receive cash reimbursement for approved meals. As a participant, your provider has agreed to follow USDA minimum standards in the planning and serving of meals to the children in her/his care. All food served to participating children must be provided by the day care provider.

TO PARENT(S): Please check the information below for your child. Record or verify the COMPLETE address (city, state, zip), and phone # and the drop-off and pick-up times. Please add any corrected or missing information in the space provided. Also, be sure to indicate both the days and meals your child will attend. You may be contacted by Evergreen, Inc. regarding the meals claimed for your child. You MUST sign on the line to the right of the meals you indicate. **NOTE: All information is mandatory. Please complete all sections.**

Provider Name and Address	Provider, Test 3960 Wilshire Blvd. Los Angeles, CA 90010000	Prov #: 0001	Phone: (310) 486-5770	Monitor:	Provider Signature:
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No	Child Name	DOB	DOE	Relation	Age	Status	Ethnicity	Race	Sex	School type	Address	Home Phone	Work Phone	Alternate Phone	Drop Off	Weekday Times	Pick Up	Participation	Parent Name	Parent Signature	Date	Withdrawal Date
1	Aguilar, Giselle	01/02/2011	08/05/2020	NotRelated	12y 7m	Active	Hispanic		F	School	888 W. 80th St. Los Angeles CA 90001	(323) 246-6598	(323) 243-6958		7:00am	7:00pm		[X] Mo [X] Tu [X] We [X] Th [X] Fr [] Sa [] Su Meals [X] B [X] A [X] L [X] P [X] D [] E Times vary: [X]	Ana Aguilar			
2	Aguilar, Danny	02/15/2016	04/19/2021	NotRelated	7y 6m	Active	Hispanic	White	M	Unspecified	Ontario	(323) 569-8545			8:00am			[X] Mo [X] Tu [X] We [X] Th [X] Fr [] Sa [] Su Meals [] B [X] A [X] L [] P [X] D [] E Days vary: [] Times vary: []	Ana Aguilar			

Provider's must sign ALL pages in order to renew the day care children listed on the page. Incomplete Enrollment Renewal Forms will be mailed back.

Parent's/Legal Guardian's must :

- Print their name (if not already printed)
- Provide their signature
- Write the signature DATE (must be signed in the month of September of 2023).

If child is no longer in your care or will not be participating as of October 1, 2023, parent signature is not needed. Simply write the child's withdraw date in the designated area (Withdraw Date)

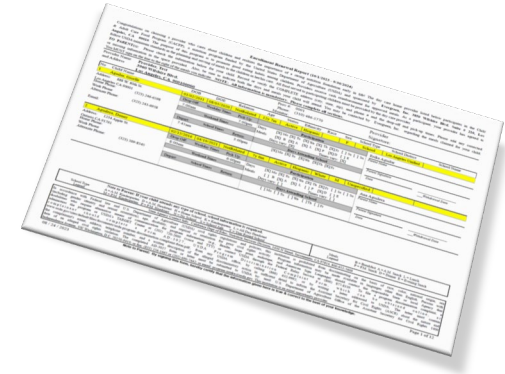
If you need to make a change on the report please do so with a **RED** pen. The change will be effective as of October 1st.

Make sure the child's address and phone numbers are correct. If not, make corrections manually with a **red** pen.

If the child is now attending school, write in the school depart, school return time and days attending school.

of school, school information is
e-School, K = Kindergarten, L = All
School, S = School Age, Y = Year
to: California Dept of Educ, Nutrition
(USDA) civil rights regulations
arrest or retaliation for prior c
information (e.g., Braille, la
(voice and TTY) or contact
27, USDA Program
form.pdf, from any USDA of
option of the alleged discriminat
a or letter must be submitted
102) 690-7442; or email: program.infx@usda.gov. This institution is an equal opportunity provider.
This form, hereby certify that the information given here is true & correct to the best of your knowledge.

The most current Enrollment Renewal Report needs to be readily available for ECCI, California Department of Social Services, and CACFP representatives to review at all times.



IMPORTANT POINTS:

- If not submitted by the due date, ECCI will withdraw the children as of October 1, 2023.
- Children enrolled **for the first time** in your daycare in the month of September **do not** necessarily need to appear on the enrollment renewal report.
- Ensure to mail in ALL the pages . The bottom left corner shows you how many pages your report contains.
- As part of the Record Retention Requirement, providers are required to **KEEP A COPY** of the Enrollment Renewals.

Record Retention

Record Retention

All providers are required to keep copies of their CACFP documents for **4 years**. The current fiscal year copies must be stored & readily available in the provider's home, while the previous 3 years may be stored in another site (accessible within a reasonable time).

The CACFP requires providers to keep copies of the following:

- Daycare License
- Proof that the annual license renewal fee was paid
- Enrollment documents, including for non-participating children
- Daily menus
- Daily meal counts & attendance
- In & out times (if applicable)

ECCI requires providers to keep copies of the children's enrollment applications and the enrollment renewal reports in order to show the children's status in the CACFP.

ECCI and California Department of Social Services (CDSS) staff may ask to see the enrollment renewal for the current year and/or enrollment forms for each child present at the time of each monitor visit or audit

ECCI highly recommends keeping copies of documents that are provided to us in the event that they get lost in the mail, documents such as: annual enrollment renewal, meal benefit forms, milk substitution forms, medical statements, and annual licensing payment receipts.



Failure to comply with the record retention regulation will result in the following:

- **First offence:** Training will be provided.
- **Second offence:** Corrective Action Plan will be requested .
- **Third offence:** SD Process will be initiated and a Corrective Action Plan will be requested..

Daily Record Keeping Requirement

Daily Record Keeping Requirement

A. Recording Meal Attendance

Record the meal attendance daily by **the end of the day (before 10PM)**. For BEST PRACTICES, ECCI recommends recording the meal attendance during or after each meal service.

After recording the daily meal attendance and in & out times (if required), please make sure your meal claims have been successfully saved.

For technical difficulties with your computer or electronic devices, please contact ECCI immediately, on the **same day** before 10PM, in order to avoid the violation of daily record requirement.

B. In & out times

Recording the children's in & out times is also part of the daily record keeping requirement (when applicable).

PLEASE NOTE: Reporting in & out times is required ONLY when the total number of daily attendance is greater than the license capacity and/or number of daily meals claimed for any meal types are greater than the license capacity. Providers are then immediately required to record daily in/out times for ALL children in care.

Example #1: Provider's day care license is for 14. However, the provider cares for 16 children. In this case, the provider needs to prove that he or she never has more than 14 children at once by recording the daily in & out times for all children.

Example #2: Provider has a capacity of 14 and cares for 14 children . In the middle of the month the provider enrolls 2 additional children. In this case, the provider will need to immediately start reporting the daily in & out times for all children in care.

C. Daily attendance requirement (Required as of August 1, 2018)

The USDA is requesting that participants in the Child and Adult Care Food Program take attendance of the children present for the day (separate from the meal attendance). The USDA memo states that under 7 CFR 226.6(m)(4) and 226.16(d)(4), all reviews of day care homes and sponsored centers must include the reconciliation of meal counts with enrollment and attendance records for five consecutive operating days.

- The daily attendance must be recorded daily, prior to claiming the child's first meal of the day.
- Both, daily attendance and meal attendance need to be recorded.

The daily attendance will be recorded as you record your first meal of the day. You will be required to “CHECK IN” each child before their first meal of the day.

The screenshot shows a web browser window with the URL <https://app.kidkare.com/#/meals/enter-meal>. The interface includes a sidebar menu with options: Accounting, Calendar, Messages, Get Help, and Logout. The main content area contains a meal entry form with the following fields:

- Bread/Alternate: Animal Crackers (265) (dropdown)
- Is this whole grain-rich? (radio buttons for Yes/No, with 'No' selected)
- Fruit: (empty dropdown)
- Vegetables: (empty dropdown)
- Milk: 1% (age 2 & over) / Whole (age 1) (7) (dropdown)

Below the form is a question: "Am I serving enough food?" with a dropdown arrow. A large green arrow points to a red notification banner that reads: "Child must be checked in before recording meals." To the right of this banner are two buttons: "Check IN" and "Cancel". Below the banner is a list of children:

Anahi Lopez	4 y	1	2	≡
Barney Thomson	4 y	1	2	≡
Barney Thomson	4 y	1	2	≡
Barney Thomson	4 y	1	2	≡

D. Menus

Menus **must be pre-planned** to meet the daily record keeping regulation by doing the following:

- Pre-plan your menus at least two hours prior to the meal service.
- If the menu needs to be changed, providers may do so at least 2 hours prior to the meal service.
- ECCI highly recommends:
 - Menus to be pre-planned a week or a month in advance. If doing so, please review the next day's menu the night before & make changes if necessary.
 - Pre-plan menus that are well balanced and offer a variety of fruits and vegetables.

REMEMBER: If provider does not serve what appears on the scheduled menu, that meal cannot be reimbursed and may be used as grounds to determine the provider as a Serious Deficient.

E. Identical Menus

Serving identical menus within the same week is not creditable.

F. Cycle Menus

Providers can do what is called a “cycle menu” to avoid identical menus and help plan your menus in advance.

What is a cycle menu? A cycle menu is a series of menus planned for a particular period of time.

**Menus
must be
pre-planned**

The screenshot shows the KidKare software interface. The top navigation bar includes 'Home', 'eForms', 'Meals', 'Schedule Menu', 'Infants', 'Non-Infants', and 'Print Scheduled Menu'. The main content area displays a calendar for August 2023. The calendar grid shows the following scheduled meals:

Day	Meal
Sun 30	
Mon 31	Breakfast Lunch PM Snack
Tue 1	Breakfast Lunch PM Snack
Wed 2	Breakfast Lunch PM Snack
Thu 3	Breakfast Lunch PM Snack
Fri 4	Breakfast Lunch PM Snack
Sat 5	
Sun 6	Breakfast Lunch PM Snack
Mon 7	Breakfast Lunch PM Snack
Tue 8	Breakfast Lunch PM Snack
Wed 9	Breakfast Lunch PM Snack
Thu 10	Breakfast Lunch PM Snack
Fri 11	Breakfast Lunch PM Snack
Sat 12	
Sun 13	Breakfast Lunch PM Snack
Mon 14	Breakfast Lunch PM Snack
Tue 15	Breakfast Lunch PM Snack
Wed 16	Breakfast Lunch PM Snack
Thu 17	Breakfast Lunch PM Snack
Fri 18	Breakfast Lunch PM Snack
Sat 19	
Sun 20	Breakfast Lunch PM Snack
Mon 21	Breakfast Lunch PM Snack
Tue 22	Breakfast Lunch PM Snack
Wed 23	Breakfast AM Snack Lunch PM Snack
Thu 24	Breakfast Lunch PM Snack
Fri 25	Breakfast Lunch PM Snack
Sat 26	

Meal Service Schedule

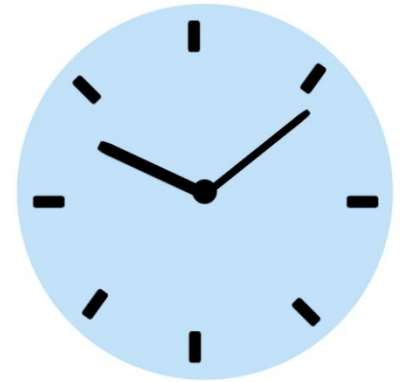
MEAL SERVICE SCHEDULE

All providers must serve meals at the scheduled meal service times agreed with ECCI.

Why?

- In order for us to conduct the meal observation visit.
- In order to abide with the meal time spacing between meals.

REMEMBER: If the provider does not follow their meal time schedule, the meals will not be subject for reimbursement. Furthermore, provider may lose the privilege of claiming the meal type in which ECCI is unable to observe.



Daycare License Renewal Fee

Daycare License Annual Renewal Fee

Providers participating in the CACFP must be current with their daycare license fees. Therefore, proof of the annual license fee payment made to the Department of Social Services (DSS) is required to be submitted to ECCI annually.

The following are acceptable proof of payments:

- Front & back copy of the cancelled check
- Money order
- Online payment confirmation
- Bank/credit card statement that has payable to DSS, and that it has been posted
- Copy of Profile (May be requested from licensing)

Please be advised: Daycare license renewal fee proof must be forwarded to ECCI within 2 months from the license renewal due date. Failure to submit the required proof within the due date may be used as grounds to determine provider as Serious Deficient.



Meal Pattern Requirements

CACFP MEAL PATTERN CHARTS

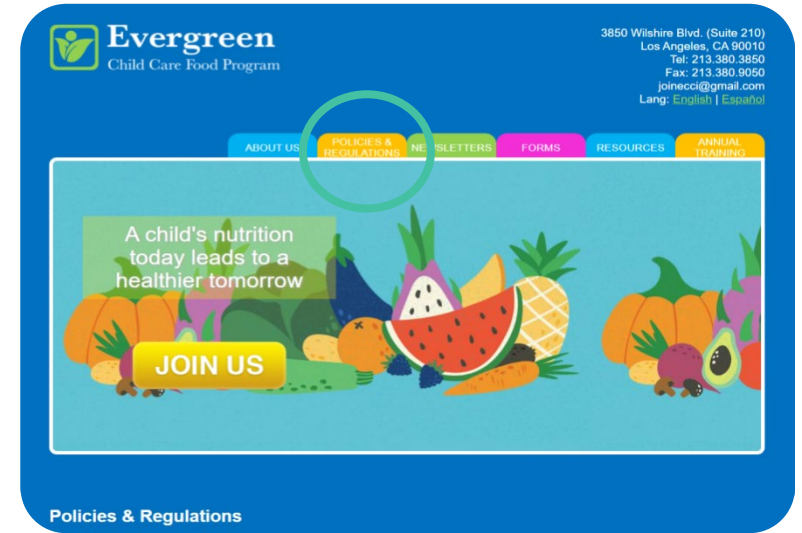
The CACFP Meal Pattern Charts are available in Evergreen's website

www.evergreencacfp.org

Meal Patterns must be posted in the kitchen

*Child Meal Pattern contains 5 pages (ages 1+)
Infant Meal Pattern contains 1 page (0-11 months)*

The Meal Pattern Charts are located under the **Policies & Regulation** tab. Click on Child Meal Pattern Chart (2022). If you have **infants** under the age of one, also access and print the Infant Meal Pattern Chart (2022).



Child and Adult Care Food Program Breakfast (Select the appropriate component for a reimbursable meal)				
Food components and food items ¹	Minimum quantities			
	Ages 1-2	Ages 3-5	Ages 6-12	Adult participants
Fluid milk ²	4 fluid ounces	4 fluid ounces	8 fluid ounces	8 fluid ounces
Vegetables, fruits, or portions of both ^{3,4}	1/2 cup	1/2 cup	1/2 cup	1/2 cup
Cereals (or eq.) ^{5,6}	1/2 ounce equivalent	1/2 ounce equivalent	1 ounce equivalent	2 ounce equivalent

Endnotes:
¹Must serve all three components for a reimbursable meal. Offer versus serve is an option for at-risk after-school participants.
²Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.
³Must be unflavored whole milk for children ages one. Must be unflavored low-fat (1 percent fat or less) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored or flavored fat-free (skim) or low-fat (1 percent fat or less) milk for children 6 years old and older and adults. For adult participants, 6 ounces (weight) or 1/2 cup (volume) of yogurt may be used to meet the equivalent of 8 ounces of fluid milk once per day when yogurt is not served as a meal alternative in the same meal.
⁴Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including smoothies per day.
⁵At least one serving per day, across all eating occasions, must be whole-grain-rich. Grain-based desserts do not count toward meeting the grain requirement.
⁶Must and must alternatives may be used to meet the entire grain requirement a maximum of three times a week. One ounce of meal and must alternatives is equal to one ounce equivalent of grains.
⁷Refer to FNS guidance for additional information on crediting different types of grains.
⁸Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

(CACFP) Infant Meal Patterns		
Infants	Birth through 5 months	6 through 11 months
Breakfast, Lunch, or Supper	4-6 fluid ounces breastmilk ¹ or formula ²	6-8 fluid ounces breastmilk ¹ or formula ² and: 0-1/2 ounce equivalent infant cereal ^{3,4} or 0-4 tablespoons meat, fish, poultry, whole egg, cooked dry beans, or cooked dry peas, or 0-2 ounces of cheese; or 0-4 ounces (volume) of cottage cheese; or 0-4 ounces or 1/2 cup yogurt ⁵ ; or a combination of the above; ⁶ and 0-2 tablespoons vegetable or fruit, or a combination of both. ^{6,8}
Snack	4-6 fluid ounces breastmilk ¹ or formula ²	2-4 fluid ounces breastmilk ¹ or formula ² and: 0-1/2 ounce equivalent bread ^{7,9} or 0-1/2 ounce equivalent crackers ^{7,9} or 0-1/2 ounce equivalent infant cereal ^{3,4} or 0-1/2 ounce equivalent ready-to-eat breakfast cereal. ^{10,11} and 0-2 tablespoons vegetable or fruit, or a combination of both. ^{6,8}

¹Breastmilk or formula, or portions of both, must be served; however, it is recommended that breastmilk be served in place of formula from birth through 11 months. For some breastfed infants who regularly consume less than the minimum amount of breastmilk per feeding, a serving of less than the minimum amount of breastmilk may be offered, with additional breastmilk offered at a later time if the infant will consume more.
²Infant formula and dry infant cereal must be iron-fortified.
³Refer to FNS guidance for additional information on crediting different types of grains.
⁴Yogurt must contain no more than 23 grams of total sugars per 6 ounces.
⁵A serving of this component is required when the infant is developmentally ready to accept it.
⁶Fruit and vegetable juices must not be served.
⁷A serving of grains must be whole-grain-rich, enriched, and/or enriched flour.
⁸Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

CACFP MEAL PATTERN PORTIONS

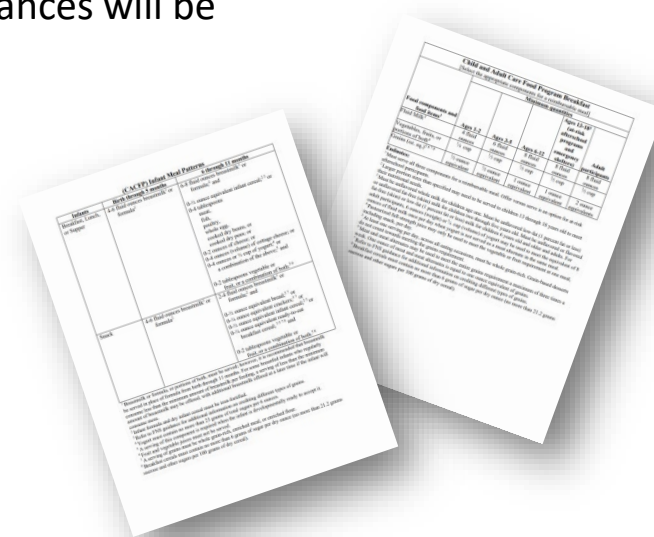
Ensure to prepare and offer meals that meet the CACFP meal pattern requirements. The CACFP Child and Infant Meal Patterns provide guidance to the minimum serving sizes that need to be offered to the day care children in order for the meals to be subject for reimbursement.

You may also access the USDA's Food Buying Guide for assistance in portion requirements. This is the link to the USDA's Food Buying Guide:
<https://foodbuyingguide.fns.usda.gov/MasGuestUsers/GuestUserLogin?ReturnUrl=%2FHome%2FHome>

Failure to comply with CACFP meal pattern requirements will lead to Serious Deficiency and meals will not be subject for reimbursement. Also, ensure that the staff serving the meals are aware of the CACFP meal pattern requirements. Please refer to our provider manual for further details.

Consequences of not complying with the CACFP meal pattern requirements:

- **First offence:** Training will be provided and applicable meal disallowances will be made.
- **Second offence:** Letter will be issued to the provider and a corrective action plan will be required. Also, applicable meal disallowances will be made.
- **Third offence:** Serious Deficiency process will be initiated and applicable meal disallowances will be made.



Non-Infant Menu Requirements

(Children over the age of 1)

Prepare and offer meals that meet the CACFP meal pattern requirements.

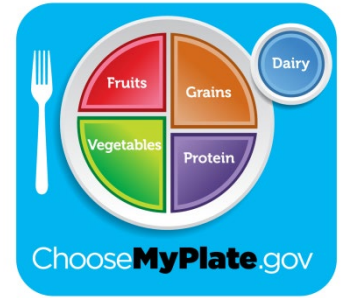
THREE components are required for **BREAKFAST**. The three components are:

1. Bread/Bread alternate (Grains) OR Meat/Meat Alternate (Note: Meat cannot be served more than 3 times per week during breakfast)
2. Fruit, vegetable or juice
3. Milk

FIVE components are required for **LUNCH AND DINNER**. The five components are:

1. Meat/Meal Alternate
2. Bread/Bread Alternate (Grains)
3. Vegetable
4. Fruit or Vegetable
5. Milk

At least **TWO** components, from the 5 components listed above, are required for **AM SNACK & PM SNACK**.



Infant Menu Requirements

(0-11 months)

0-5 months

Formula or breast milk (4-6 oz)

6-11months

Note: If the infant is ready for solids, 3 components are required for ALL meals, including snacks.

Breakfast, Lunch and Dinner

1. Formula or breast milk (6-8oz)
2. Infant cereal or meat/meat alternate
3. Fruit or vegetable

Snacks

1. Formula or breast milk (2-4 oz)
2. Infant cereal, ready-to-eat cereal, bread, or crackers
3. Fruit or vegetable

**For further details on infant feeding, please refer to our program manual.*



Other Reminders on Infant Feeding

- Infant formula and dry infant cereal must be iron-fortified.
- Infant formulas must be manufactured in the United States.
- When a parent or guardian chooses to provide breast milk or a creditable infant formula and the infant is consuming solid foods, the day care home must supply all the other required food components in order for the meal to be reimbursable
- Breast milk must be labeled with the infant's name and the date in which the breast milk was expressed in the bottle or breastmilk storage bag. **Also, do not keep breast milk longer than 72 hours after it was expressed.**
- Juices must not be served to infants.

Milk

Type of milk served **MUST** be documented (flavored or unflavored) on the menu and must include the % fat content ([KidKare gives you the option to select on 1% or Non-Fat Milk](#))

In the state of California, flavored milk is not allowed to be served in licensed child care facilities.

- **Children that are ONE year old:** Must be served **unflavored whole milk**
- **Children ages 2 and above:** MUST be served **unflavored 1% or unflavored fat-free (non-fat) milk**

Consequences of not complying with the CACFP meal pattern requirements:

- **First offence:** Training will be provided and applicable meal disallowances will be made.
- **Second offence:** Letter will be issued to the provider and a corrective action plan will be required. Also, applicable meal disallowances will be made.
- **Third offence:** SD Process will be initiated and applicable meal disallowances will be made.

Healthy Beverages in Child Care (AB2084): In 2010, California passed legislation to establish nutrition standards for beverages served in licensed child care centers and homes. Including **banning flavored milk** in all licensed child care facilities.

Water

- Water must be available to children throughout the day, including during meal and snack times.
- Water is not considered part of a reimbursable meal and may not be served instead of milk.
- It can be available in a variety of ways, including, but not limited to:
 - Cups available next to a kitchen sink faucet.
 - Water pitchers and cups in the room on the side table.
 - Provided when it is requested.



GRAIN PRODUCTS (ENRICHED & WHOLE)

All grain products served in the CACFP must be made with at least one of the following to be creditable: **enriched grain, whole grain, bran or germ.**

Enriched Food Products- Enriched grains are refined grains that have been processed to remove the nutrient-rich bran and germ, and then have thiamin, riboflavin, niacin, folic acid, and iron added after processing. Similarly, a food that is fortified has certain vitamins and minerals added to increase the nutritional quality. Foods made from refined grains that meet at least one of the following are considered creditable:

1. The food is labeled as “enriched.” For example, long grain rice that is enriched will have the product name “enriched long grain rice.”
2. An enriched grain is listed as the first ingredient on the food’s ingredient list or second after water. The ingredient list will usually say “enriched flour” or “enriched wheat flour,” or there is a sub-listing of nutrients used to enrich the flour, for example, “yellow corn flour {iron, folic acid, riboflavin, niacin, and thiamine}.”



Whole Grains- Whole grains consist of the entire grain, seed, or kernel. A whole grain has 3 parts—the bran, the germ, and the endosperm. Usually the kernel is cracked, crushed, or flaked during processing. If the finished product has about the same amount of bran, germ, and endosperm as the original grain did before processing, it is considered a whole grain.

Examples of whole-grain ingredients include whole-grain or whole-wheat flour, brown rice, wild rice, oatmeal, bulgur, whole-grain corn, and quinoa.

Whole grains offer a variety of vitamins and minerals, including magnesium, selenium, iron, zinc, B vitamins, and dietary fiber.

Bran and Germ

- The bran is the seed husk or outer coating of grains such as wheat, rye, and oats. The bran can be a good source of many nutrients, including B vitamins, iron, potassium, and fiber.
- The germ is the vitamin-rich portion of the grain kernel, which can provide a good source of B vitamins, phosphorus, and zinc. The germ can be separated before processing for use as a cereal or food supplement.

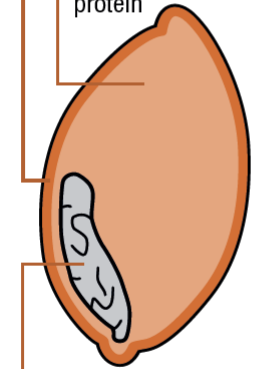
Whole-Grain Kernel

Bran

“Outer shell” protects seed fiber, B vitamins, trace minerals

Endosperm

Provides energy carbohydrates, protein



Germ

Nourishment for the seed antioxidants, vitamin E, B vitamins

Consequences of not complying with the CACFP meal pattern requirements:

- **First offence:** Training will be provided and applicable meal disallowances will be made.
- **Second offence:** Letter will be issued to the provider and a corrective action plan will be required. Also, applicable meal disallowances will be made.
- **Third offence:** SD Process will be initiated and applicable meal disallowances will be made.

Providers are required to serve a whole- grain rich at least once a day during meal services.

Please be advised, if you do not serve at least one whole-grain rich product on your menu per day, you will automatically be disallowed a meal (**lowest overall financial impact**) for that day.

Consequences of not complying with the CACFP meal pattern requirements:

- First offence: Training will be provided and applicable meal disallowances will be made.
- Second offence: Letter will be issued to the provider and a corrective action plan will be required. Also, applicable meal disallowances will be made.
- Third offence: SD Process will be initiated and applicable meal disallowances will be made.

To meet the daily one whole grain-rich product requirement, provider's must do the following:

When scheduling your menus ensure to click on the button that ask if the bread/bread alternate is a whole grain-rich product (See image on the right)

Also, after scheduling your menus, you can pull up the recent weeks menu to ensure that you have a **Whole Grain Rich-Food** scheduled **at least once a day** (see image below)

The image shows a screenshot of a menu planning interface. It displays two columns of menu items: 'Lunch' and 'PM Snack'. Each item has a dropdown menu for selection. Below each dropdown, there is a checkbox labeled 'Is this whole grain-rich?'. The 'Lunch' section shows 'Bread/Alternate' set to 'Brown Rice (075)' with the checkbox checked. The 'PM Snack' section shows 'Bread/Alternate' set to 'Cheez-its (118)' with the checkbox unchecked. A green oval highlights the 'Is this whole grain-rich?' checkbox in the Lunch section.

The image shows a screenshot of the 'Reports' section in the software. It displays a table of scheduled menus for the week of 08/14/2022 to 08/20/2022. The table has columns for each day of the week (Mon - 08/15, Tue - 08/16, Wed - 08/17, Thu - 08/18, Fri - 08/19) and rows for different meal types (Lunch, PM Snack, Dinner). Each cell contains a list of menu items. Several items are circled in green to indicate they are whole grain-rich products: 'Beef Ground Spaghetti Bolognese (WG)' on Mon, 'Egg Enriched White Rice' on Tue, 'Lentils Brown Rice (WG)' on Wed, 'Turkey Breast Whole Wheat Bread (WG)' on Fri, 'String Cheese Ritz Crackers' on Mon, 'Almond Butter Celery' on Tue, 'Cheez-its 100% Orange Juice' on Wed, 'Graham Crackers Applesauce' on Thu, 'Ritz Crackers Mixed Fruit' on Fri, 'BBQ Chicken Rolls' on Mon, 'Mozzarella Cheese Diana's Whole Wheat Tortillas (WG)' on Tue, 'Beef Meatballs (Homemade) Brown rice & quinoa spaghetti (WG)' on Wed, 'Shrimp Quinoa (WG)' on Thu, and 'Chicken Teriyaki Enriched White Rice' on Fri.

Meals:	Mon - 08/15	Tue - 08/16	Wed - 08/17	Thu - 08/18	Fri - 08/19
Lunch	Beef Ground Spaghetti Bolognese (WG) Tomato Sauce Apricots 1% Unflavored (age 2 & over) / Unflavored Whole Milk (age 1)	Egg Enriched White Rice Broccoli Carrots 1% Unflavored (age 2 & over) / Unflavored Whole Milk (age 1)	Lentils Brown Rice (WG) Avocado Peas and Carrots 1% Unflavored (age 2 & over) / Unflavored Whole Milk (age 1)	FBCE Chicken Franks Hot Dog Buns Chili Beans Apples 1% Unflavored (age 2 & over) / Unflavored Whole Milk (age 1)	Turkey Breast Whole Wheat Bread (WG) Lettuce Tomatoes 1% Unflavored (age 2 & over) / Unflavored Whole Milk (age 1)
PM Snack	String Cheese Ritz Crackers	Almond Butter Celery	Cheez-its 100% Orange Juice	Graham Crackers Applesauce	Ritz Crackers Mixed Fruit (Peaches, pears, pineapple, grapes, cherries)
Dinner	BBQ Chicken Rolls Corn French Fries 1% Unflavored (age 2 & over) / Unflavored Whole Milk (age 1)	Mozzarella Cheese Diana's Whole Wheat Tortillas (WG) Tomato Soup Potatoes 1% Unflavored (age 2 & over) / Unflavored Whole Milk (age 1)	Beef Meatballs (Homemade) Brown rice & quinoa spaghetti (WG) Tomato Sauce Mintaloupe 1% Unflavored (age 2 & over) / Unflavored Whole Milk (age 1)	Shrimp Quinoa (WG) Broccoli Bell Peppers 1% Unflavored (age 2 & over) / Unflavored Whole Milk (age 1)	Chicken Teriyaki Enriched White Rice Edamame Cabbage 1% Unflavored (age 2 & over) / Unflavored Whole Milk (age 1)

To view your scheduled menus go to **Reports>Select Menu Planning>Scheduled Menus>Choose start and end date of the week you wish to view>Click RUN 😊**

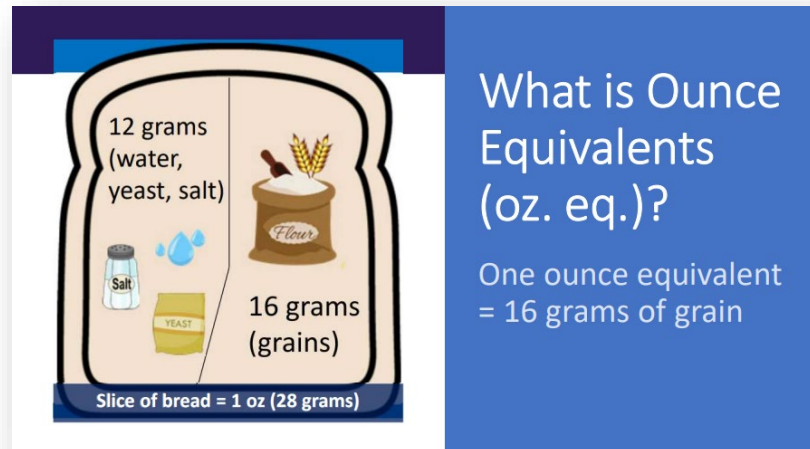
OUNCE EQUIVALENTS OF GRAINS IN THE CACFP

REQUIREMENT FOR GRAINS

Effective July 1, 2022, ounce equivalents (oz. eq.) began to be used as measurements for creditable grains (**bread/bread alternate**) in the Child and Adult Care Food Program (CACFP). You are now required to use ounce equivalents as the method of measuring and portioning items in the grains component in the CACFP. This includes in the infant meal pattern as well.



Ounce equivalents tell you the amount of grain in a portion of food



For example, you see in this graphic a slice of bread. The slice of bread weighs 1 oz., or 28 grams, and of that weight, 16 grams is made up of grains. The remaining 12 grams of weight comes from the other ingredients, such as water, yeast and salt. So, the total weight of the item is 28 grams, but the 16 grams of grains makes it 1-ounce equivalent of grains.

In July of this year, ECCI emailed providers a training video on using the USDA training resources and links to the printable training resources.

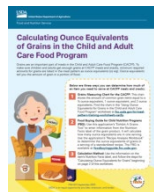
Please print all 4 resources, if you have not done so.

The 4 training resources provided by the USDA assist you in using ounce equivalents to determine the amount of grains for meals and snacks.

During monitoring visits we will ask the method you utilized to determine the amount of grains.



6 pages



6 pages



6 pages



6 pages

Resource #1

<https://fns-prod.azureedge.us/sites/default/files/resource-files/CACFPworksheetGrainsOzEq%20.pdf>

Resource #2

https://fns-prod.azureedge.us/sites/default/files/resource-files/Calc_OzEqGrainsCACFP.pdf

Resource #3

https://fns-prod.azureedge.us/sites/default/files/resource-files/Crediting_SS_Pkgs_of_Grains_in-the_CACFP.pdf

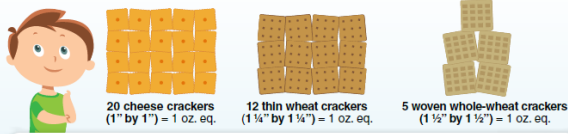
Resource #4

https://fns-prod.azureedge.us/sites/default/files/resource-files/Feeding_Infants_Using_Ounce_Equivalents_for_Grains.pdf

Using Ounce Equivalents for Grains in the Child and Adult Care Food Program

Grains are an important part of meals in the Child and Adult Care Food Program (CACFP). To make sure children and adults get enough grains at CACFP meals and snacks, required amounts for the grains component are listed in the meal pattern as ounce equivalents (oz. eq.). Ounce equivalents tell you the amount of grain in a portion of food.

How Much Is 1 Ounce Equivalent?



Using the Grains Measuring Chart

The Grains Measuring Chart on pages 2-4 tells you how much of a grain item you need to serve to meet CACFP meal pattern requirements. To use this chart:

- 1 Find the grain you want to serve under the "Grain Item and Size" column.
- 2 Check if the chart lists a size or weight by the name of the grain. If the chart:

Lists a weight for the grain, such as *at least 56 grams*, then use the Nutrition Facts label for the item you want to serve to make sure it weighs the same, or more than, the grain on the chart. See page 5.

Does not list a weight or size for the grain, then you do not need to check the size or weight of the product before using the chart.

Lists a size for the grain, such as *about 1 1/4" by 1 1/4"*, then check if the item is the same size, or larger than, this amount. See page 6.

- 3 Find the column for the age of your participants and the meal or snack you are serving. This column lists the amount of a grain you will need to serve to meet the meal pattern requirement for grains.

Grain Item and Size	1- through 5-year-olds at Breakfast, Lunch, Supper, Snack	6- through 18-year-olds at Breakfast, Lunch, Supper, Snack	Adults at Breakfast, Lunch, Supper
Pita Bread/Round (whole grain-rich or enriched) (at least 56 grams)*	1/2 pita or 14 grams	1/2 pita or 28 grams	1 cup or 14 grams

Resource #1

This resource, on pages 2-4, tells you how much of a grain you need to serve to meet the CACFP meal pattern requirements. This resource contains common grain foods and is listed in alphabetical order. Before using these charts ensure the following:

- The food needs to meet the listed minimum size or weight under the "Grain Item and Size".
- If it does not list a weight or size for the grain, then you do not need to check the size or weight.

Grain Item and Size	Age Group and Meal		
	1- through 5-year-olds at Breakfast, Lunch, Supper, Snack	6- through 18-year-olds at Breakfast, Lunch, Supper, Snack Adults at Snack only	Adults at Breakfast, Lunch, Supper
Bagel (entire bagel) at least 56 grams*	1/2 bagel or 14 grams	1/2 bagel or 28 grams	1 bagel or 56 grams
Bagel, Mini (entire bagel) at least 28 grams*	1/2 bagel or 14 grams	1 bagel or 28 grams	2 bagels or 56 grams
Biscuit at least 28 grams*	1/2 biscuit or 14 grams	1 biscuit or 28 grams	2 biscuits or 56 grams
Bread (whole grain-rich or enriched) (at least 56 grams)*	1/2 slice or 14 grams	1 slice or 28 grams	2 slices or 56 grams

You will use this resource the most. Make sure to print it 😊



Calculating Ounce Equivalents of Grains in the Child and Adult Care Food Program

Grains are an important part of meals in the Child and Adult Care Food Program (CACFP). To make sure children and adults get enough grains at CACFP meals and snacks, minimum required amounts for grains are listed in the meal pattern as ounce equivalents (oz eq). Ounce equivalents tell you the amount of grain in a portion of food.

Below are three ways you can determine how much of an item you need to serve at CACFP meals and snacks:

- 1 Grains Measuring Chart for the CACFP:** This chart shows the amount of common grain items equal to a ½ ounce equivalent, 1 ounce equivalent, and 2 ounce equivalents. Find the chart in the "Using Ounce Equivalents for Grains in the Child and Adult Care Food Program" worksheet at fns.usda.gov/tn/meal-pattern-training-worksheets-cacfp.
- 2 Food Buying Guide for Child Nutrition Programs (FBG):** Use this application's "Exhibit A Grains Tool" to enter information from the Nutrition Facts label of the grain product. It will calculate how many ounce equivalents are in one serving. Use the application's "Recipe Analysis Workbook" to determine the ounce equivalents of grains in a serving of a standardized recipe. The FBG is available at foodbuyingguide.fns.usda.gov.
- 3 Calculation Method:** Use the information on the item's Nutrition Facts label, and follow the steps for "Calculation Method" for Grains' beginning on page 4.



Grains Ounce Equivalents Chart

ITEM	1/2 oz eq equals	1 oz eq equals	1 1/2 oz eq equals	2 oz eq equals
Bagels	7 g	14 g	21 g	28 g
Batter-Type Coating	7 g	14 g	21 g	28 g
Biscuits	6 g	11 g	17 g	22 g
Bread Sticks (hard)	6 g	11 g	17 g	22 g
Bread-Type Coating	7 g	14 g	21 g	28 g
Breads	7 g	14 g	21 g	28 g
Bulgur/Cracked Wheat*	7 g	14 g	21 g	28 g
Buns	7 g	14 g	21 g	28 g
Cereal, Breakfast (all types, including grits, oatmeal, ready-to-eat, etc.)†	7 g	14 g	21 g	28 g
Cereal Grains (barley, quinoa, etc.)†	6 g	11 g	17 g	22 g
Chow Mein Noodles (ready-to-eat)	9 g	17 g	26 g	34 g
Corn Muffins	9 g	17 g	26 g	34 g
Cornbread	6 g	11 g	17 g	22 g
Crackers, Savory	7 g	14 g	21 g	28 g
Crackers, Sweet	9 g	17 g	26 g	34 g
Croissants	6 g	11 g	17 g	22 g
Croutons	6 g	11 g	17 g	22 g

oz eq = ounce equivalent(s)
g = grams
*Weights listed refer to the dry/uncooked version of the item.
†For example, 28 grams of uncooked barley, breakfast cereal, rice, etc. equals 1 ounce equivalent of grains.

Resource #2

This resource, on pages 4-5, contains 2 charts showing the amount of common grain items equal to a ½ ounce equivalent, 1 ounce equivalent, and 2 ounce equivalents.

- Unlike the previous charts, these charts do not have a required minimum size or weight for the grains.
- This resource has three ways you can determine how much of an item you need to serve at CACFP meals and snacks.

Please refer to the training video and guide that was emailed to you for further details on the three methods.

Children ages 1-5:
require minimum
½ oz eq of grains.

Children ages 6-12:
require minimum 1
oz eq of grains.



Grains Ounce Equivalents Chart

ITEM	1/2 oz eq equals	1 oz eq equals	1 1/2 oz eq equals	2 oz eq equals
...	7 g	14 g	21 g	28 g
...	7 g	14 g	21 g	28 g
...	18 g	35 g	52 g	69 g
...	14 g	28 g	42 g	56 g
...	9 g	17 g	26 g	34 g
...	7 g	14 g	21 g	28 g
...	9 g	17 g	26 g	34 g
...	7 g	14 g	21 g	28 g
...	6 g	11 g	17 g	22 g
...	7 g	14 g	21 g	28 g
...	7 g	14 g	21 g	28 g
...	7 g	14 g	21 g	28 g
...	7 g	14 g	21 g	28 g
...	9 g	17 g	26 g	34 g
...	7 g	14 g	21 g	28 g
...	7 g	14 g	21 g	28 g
...	9 g	17 g	26 g	34 g

oz eq = ounce equivalent(s)
g = grams
*Weights listed refer to the dry/uncooked version of the item.
†For example, 28 grams of uncooked barley, breakfast cereal, rice, etc. equals 1 ounce equivalent of grains.

Calculating

You will need to calculate if the item has **multiple pieces**, like crackers.

1) Determine how much grains the child needs based on their age.

1/2 oz eq OR 1 oz eq

REMEMBER THIS

Children ages 1-5 need $\frac{1}{2}$ oz equivalent of grains

Ages 6-12 need **1 oz** equivalent of grains

YOU NEED TO KNOW THIS IN ORDER TO KNOW WHAT COLUMN TO USE IN THE CHART.



2) Find your Food item on the chart (page 4 & 5)



The chart is titled "Grains Ounce Equivalents Chart" and features a wooden spoon icon. It lists various food items and their equivalent weights in grams and ounces. The items are categorized into columns based on their weight. The chart includes a legend for "oz eq = ounce equivalent(s)" and "g = grams". A note at the bottom states: "Weights listed refer to the dry/uncooked version of the item. For example, 28 grams of uncooked barley, breakfast cereal, rice, etc. equals 1 ounce equivalent of grains." The page number "4" is visible at the bottom.

ITEM	1 oz eq	1 oz eq	1 oz eq	1 oz eq	2 oz eq
Bagels	7 g	14 g	21 g	28 g	56 g
Batter-Type Coating	7 g	14 g	21 g	28 g	56 g
Biscuits	7 g	14 g	21 g	28 g	56 g
Bread Sticks (hard)	7 g	14 g	21 g	28 g	56 g
Bread-Type Coating	6 g	11 g	17 g	22 g	44 g
Breads	6 g	11 g	17 g	22 g	44 g
Bulgur/Cracked Wheat*	7 g	14 g	21 g	28 g	56 g
Buns	7 g	14 g	21 g	28 g	56 g
Cereal, Breakfast (all types, including grits, oatmeal, ready-to-eat, etc.)*	7 g	14 g	21 g	28 g	56 g
Cereal Grains (barley, quinoa, etc.)*	7 g	14 g	21 g	28 g	56 g
Chow Mein Noodles (ready-to-eat)	7 g	14 g	21 g	28 g	56 g
Corn Muffins	6 g	11 g	17 g	22 g	44 g
Crabmeat	9 g	17 g	26 g	34 g	68 g
Crackers, Savory	9 g	17 g	26 g	34 g	68 g
Crackers, Sweet	6 g	11 g	17 g	22 g	44 g
Croissants	7 g	14 g	21 g	28 g	56 g
Croissants	9 g	17 g	26 g	34 g	68 g
Croissants	6 g	11 g	17 g	22 g	44 g

Lets find out the serving requirement of these savory crackers for a 6 year old.

Based on the child's age, the child needs 1 oz eq of grains. If we take a look at the chart and locate savory crackers, it states that the child will require **22 grams** (which is equivalent to 1 oz eq). Now lets calculate! (next page)



MADE WITH 100% REAL CHEESE

20 SERVINGS

21 oz

Nutrition Facts	
About 20 servings per container	
Serving size 27 Crackers (30g)	
Amount per serving	
Calories	150
% Daily Value*	
Total Fat 8g	10%
Saturated Fat 1.5g	8%
Trans Fat 0g	

Grains Ounce Equivalents Chart



ITEM	1/4 oz eq equals	1/2 oz eq equals	3/4 oz eq equals	1 oz eq equals	2 oz eq equals
Bagels	7 g	14 g	21 g	28 g	56 g
Batter-Type Coating	7 g	14 g	21 g	28 g	56 g
Biscuits	7 g	14 g	21 g	28 g	56 g
Bread Sticks (hard)	6 g	11 g	17 g	22 g	44 g
Bread-Type Coating	6 g	11 g	17 g	22 g	44 g
Breads	7 g	14 g	21 g	28 g	56 g
Bulgur/Cracked Wheat*	7 g	14 g	21 g	28 g	56 g
Buns	7 g	14 g	21 g	28 g	56 g
Cereal, Breakfast (all types, including grits, oatmeal, ready-to-eat, etc.)*	7 g	14 g	21 g	28 g	56 g
Cereal Grains (barley, quinoa, etc.)*	7 g	14 g	21 g	28 g	56 g
Chow Mein Noodles (ready-to-eat)	6 g	11 g	17 g	22 g	44 g
Corn Muffins	9 g	17 g	26 g	34 g	68 g
Cornbread	9 g	17 g	26 g	34 g	68 g
Crackers, Savory	6 g	11 g	17 g	22 g	44 g
Crackers, Sweet	7 g	14 g	21 g	28 g	56 g
Croissants	9 g	17 g	26 g	34 g	68 g
Croutons	6 g	11 g	17 g	22 g	44 g

oz eq = ounce equivalent(s)
g = grams

*Weights listed refer to the dry/uncooked version of the item. For example, 28 grams of uncooked barley, breakfast cereal, rice, etc. equals 1 ounce equivalent of grains.



Nutrition Facts	
About 20 servings per container	
Serving size 27 Crackers (30g)	
Amount per serving	
Calories	150
% Daily Value*	
Total Fat 8g	10%
Saturated Fat 1.5g	8%
Total Fat 0g	

3) CALCULATE

See the Nutrition Facts Label. Divide the serving size **weight (30g)** by the **number of pieces (27 crackers)** to find out how much **EACH** piece weights.

$$30\text{g divided by } 27 \text{ crackers} = 1.11\text{g per cracker (weight of each cracker)}$$

* Remember what the chart asked us to serve for a 6 yr old? The REQUIRED serving size was **22 grams**

Now lets divide the REQUIRED serving size by the weight of each cracker

22 grams divided by **1.11 grams** gives us 19.8, so **round up** to 20.

(Reminder: When a number ends in 1, 2, 3, or 4 round down. When a # ends in 5, 6, 7, 8, or 9 round up).

Therefore, a 6 year old will need **20 crackers** to fulfill the serving size listed on the chart.

Grains Ounce Equivalents Chart 

ITEM	1/2 oz eq equals	1 oz eq equals	1 1/2 oz eq equals	1 lb eq equals	2 oz eq equals
Bagels	7 g	14 g	21 g	28 g	56 g
Batter-Type Coating	7 g	14 g	21 g	28 g	56 g
Biscuits	7 g	14 g	21 g	28 g	56 g
Bread Sticks (hard)	6 g	11 g	17 g	22 g	44 g
Bread-Type Coating	6 g	11 g	17 g	22 g	44 g
Breads	7 g	14 g	21 g	28 g	56 g
Bulgur/Cracked Wheat*	7 g	14 g	21 g	28 g	56 g
Buns	7 g	14 g	21 g	28 g	56 g
Cereal, Breakfast (all types, including grits, oatmeal, ready-to-eat, etc.)*	7 g	14 g	21 g	28 g	56 g
Cereal Grains (barley, quinoa, etc.)*	7 g	14 g	21 g	28 g	56 g
Chow Mein Noodles (ready-to-eat)	6 g	11 g	17 g	22 g	44 g
Corn Muffins	9 g	17 g	26 g	34 g	68 g
Cornbread	9 g	17 g	26 g	34 g	68 g
Crackers, Savory	6 g	11 g	17 g	22 g	44 g
Crackers, Sweet	7 g	14 g	21 g	28 g	56 g
Croissants	9 g	17 g	26 g	34 g	68 g
Croutons	6 g	11 g	17 g	22 g	44 g

oz eq = ounce equivalent(s)
g = grams

*Weights listed refer to the dry/uncooked version of the item. For example, 28 grams of uncooked barley, breakfast cereal, rice, etc. equals 1 ounce equivalent of grams.



• 4 •

Crediting Single-Serving Packages of Grains in the Child and Adult Care Food Program

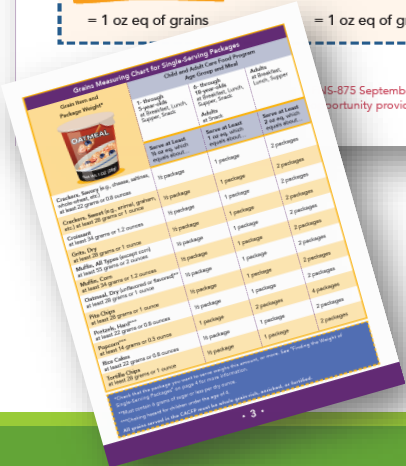
Child and Adult Care Food Program (CACFP) operators may serve single-serving or snack-sized packages of grain items, such as breakfast cereals or whole grain crackers to meet grains requirements at snacks and meals.

In the CACFP, the minimum required amounts for grains are listed in the meal pattern as ounce equivalents (oz eq). Ounce equivalents tell you the amount of grains in a portion of food.



How Much is 1 Ounce Equivalent?

<p>0.8 ounce (22 grams) of Cheese Crackers</p> <p>Net Wt: 0.8 OZ (22g)</p> <p>= 1 oz eq of grains</p>	<p>1 ounce (28 grams) of Toasted O's Cereal</p> <p>Net Wt: 1 OZ (28g)</p> <p>= 1 oz eq of grains</p>	<p>2 ounces (55 grams) of Blueberry Muffin</p> <p>Net Wt: 2 OZ (55g)</p> <p>= 1 oz eq of grains</p>
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1-875 September 2020
Opportunity provider, employer, and leader.

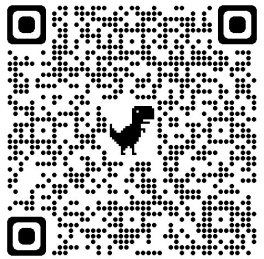



Resource #3

This resource contains a chart that tells you how many single-serving packages of grains are needed to meet CACFP meal pattern requirements.

- Each item on the chart lists a minimum package weight by the name of the item.

Grain Item and Package Weight*	Child and Adult Care Food Program Age Group and Meal		
	1- through 5-year-olds at Breakfast, Lunch, Supper, Snack	6- through 18-year-olds at Breakfast, Lunch, Supper, Snack Adults at Snack	Adults at Breakfast, Lunch, Supper
	Serve at Least 1/2 oz eq, which equals about...	Serve at Least 1 oz eq, which equals about...	Serve at Least 2 oz eq, which equals about...
Crackers, Savory (e.g., cheese, saltines, whole-wheat, etc.) at least 22 grams or 0.8 ounces	1/2 package	1 package	2 packages
Crackers, Sweet (e.g., animal, graham, etc.) at least 28 grams or 1 ounce	1/2 package	1 package	2 packages
Croissant at least 34 grams or 1.2 ounces	1/2 package	1 package	2 packages
Grits, Dry at least 28 grams or 1 ounce	1/2 package	1 package	2 packages
Muffin, All Types (except corn) at least 55 grams or 2 ounces	1/2 package	1 package	2 packages
1/2 ounce (14 grams) or 1/2 ounce (14 grams) of...	1/2 package	1 package	2 packages
1/2 ounce (14 grams) or 1/2 ounce (14 grams) of...	1/2 package	1 package	2 packages
1/2 ounce (14 grams) or 1/2 ounce (14 grams) of...	1/2 package	1 package	2 packages



Grains Measuring Chart for Single-Serving Packages			
Grain Item and Package Weight*	Child and Adult Care Food Program Age Group and Meal		
	1- through 5-year-olds at Breakfast, Lunch, Supper, Snack	6- through 18-year-olds at Breakfast, Lunch, Supper, Snack Adults at Snack	Adults at Breakfast, Lunch, Supper
	Serve at Least ½ oz eq, which equals about...	Serve at Least 1 oz eq, which equals about...	Serve at Least 2 oz eq, which equals about...
 Crackers, Savory (e.g., cheese, saltines, whole-wheat, etc.) at least 22 grams or 0.8 ounces	½ package	1 package	2 packages
Crackers, Sweet (e.g., animal, graham, etc.) at least 28 grams or 1 ounce	½ package	1 package	2 packages
Croissant at least 34 grams or 1.2 ounces	½ package	1 package	2 packages
Grits, Dry at least 28 grams or 1 ounce	½ package	1 package	2 packages
Muffin, All Types (except corn) at least 55 grams or 2 ounces	½ package	1 package	2 packages
Muffin, Corn at least 34 grams or 1.2 ounces	½ package	1 package	2 packages
Oatmeal, Dry (unflavored or flavored)** at least 28 grams or 1 ounce	½ package	1 package	2 packages
Pita Chips at least 28 grams or 1 ounce	½ package	1 package	2 packages
Pretzels, Hard*** at least 22 grams or 0.8 ounces	½ package	1 package	2 packages
Popcorn*** at least 14 grams or 0.5 ounce	1 package	2 packages	4 packages
Rice Cakes at least 22 grams or 0.8 ounces	½ package	1 package	2 packages
Tortilla Chips at least 28 grams or 1 ounce	½ package	1 package	2 packages

*Check that the package you want to serve weighs this amount, or more. See "Finding the Weight of Single-Serving Packages" on page 4 for more information.
 **Must contain 6 grams of sugar or less per dry ounce.
 ***Choking hazard for children under the age of 4.
 All grains served in the CACFP must be whole grain-rich, enriched, or fortified.

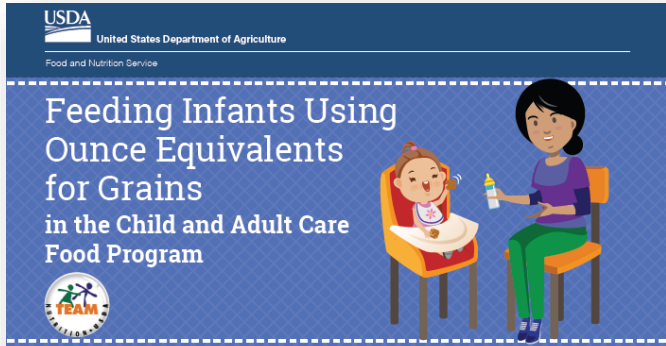
Example: Hard Pretzels

Grain Item and Package Weight*	Child and Adult Care Food Program Age Group and Meal		
	1- through 5-year-olds at Breakfast, Lunch, Supper, Snack	6- through 18-year-olds at Breakfast, Lunch, Supper, Snack Adults at Snack	Adults at Breakfast, Lunch, Supper
	Serve at Least ½ oz eq, which equals about...	Serve at Least 1 oz eq, which equals about...	Serve at Least 2 oz eq, which equals about...
Pretzel, Hard at least 22 grams or 0.8 ounces	½ package	1 package	2 packages



The weight is listed in the front of the package or in the Nutrition Facts Label.

After reviewing this information, refer to the grains measuring chart for single serving packages. The chart indicates that children ages 1-5 will require ½ package and children age 6-12 will require 1 package



Grains in the form of bread/bread-like items, crackers, iron-fortified infant cereal, or ready-to-eat cereals are an important part of meals and snacks in the Child and Adult Care Food Program (CACFP). To make sure infants get enough grains, required amounts of grain items are listed in the infant meal pattern as ounce equivalents (oz eq). Ounce equivalents tell you the amount of grain in a portion of food.

Breakfast/Lunch/Supper

Grain Item	Requirements
Iron-Fortified Infant Cereal; or meats/meat alternates; or both	0-½ oz eq

Snack
(choose at least one item below)

Grain Item	Requirements
Bread/Bread-like Items; or	0-½ oz eq
Crackers; or	0-¼ oz eq
Ready-to-Eat Cereals	0-½ oz eq
Iron-Fortified Infant Cereal	0-¼ oz eq

BREAD/BREAD-LIKE ITEMS = ½ oz eq
IRON-FORTIFIED INFANT CEREAL = ½ oz eq
Grains Measuring Chart for the CACFP Infant Meal Pattern

Grain Item and Size	½ oz eq is about...	Creditable at Meals or Snacks?
Biscuit at least 28 grams	½ biscuit or 14 grams	Snack only
Bread at least 28 grams	½ slice or 14 grams	Snack only
Bun or Roll (entire bun or roll) at least 28 grams	½ bun/roll or 14 grams	Snack only
Corn Muffin at least 34 grams	½ muffin or 17 grams	Snack only
English Muffin (top and bottom) at least 56 grams	¼ muffin or 14 grams	Snack only

CRACKERS = ¼ oz eq
READY-TO-EAT CEREALS = ½ oz eq
Grains Measuring Chart for the CACFP Infant Meal Pattern

Grain Item and Size	¼ oz eq is about...	Creditable at Meals or Snacks?
Cereal, Ready-to-Eat: Flakes or Rounds (e.g., o-shaped cereal)	4 tablespoons (¼ cup) or 7 grams	Snack only
Cereal, Ready-to-Eat: Puffed (e.g., crispy puffed rice cereal)	5 tablespoons (~¾ cup) or 7 grams	Snack only
Cracker, Animal (about 1 ½" by 1")	4 crackers or 7 grams	Snack only
Cracker, Bean-shaped or Similar, Sweet (not honey flavored) (about 1" by ½")	6 crackers or 7 grams	Snack only
Cracker, Cheese, Square, Savory (about 1" by 1")	5 crackers or 6 grams	Snack only
Cracker, Fish-shaped or Similar, Savory (about 1" by 1")	11 crackers or 6 grams	Snack only
Cracker, Graham (not honey flavored) (about 2" by 2 ½")	½ cracker or 7 grams	Snack only
Cracker, Round, Savory (about 1 ¼" across)	2 crackers or 6 grams	Snack only
Cracker, Round, Savory, Mini (about 1" across)	4 crackers or 6 grams	Snack only
Cracker, Sebina (about 2" by 2")	2 crackers or 6 grams	Snack only
Cracker, Thin Wheat, Square, Savory (about 1 ¾" by 1 ¾")	3 crackers or 6 grams	Snack only
Cracker, Zwieback (not honey flavored)	1 cracker or 6 grams	Snack only

• Honey should never be fed to babies younger than 1 year.
• Check that the item you want to serve is about this size or larger. See "Grains Measuring Tool" on page 6 for more information.

Resource #4 (For infants 0-11 months)

The Grains Measuring Charts, on pages 3–4, tell you how much bread/bread-like items, crackers, iron-fortified infant cereal, and ready-to-eat cereals you need to serve to meet CACFP infant meal pattern requirements.

Page 3 contains the list of bread/ bread like items & iron-fortified infant cereal (requires ½ oz eq)

Page 4 contains the list of crackers and ready-to-eat cereals (requires ¼ oz eq)

BREAD/BREAD-LIKE ITEMS = ½ oz eq
IRON-FORTIFIED INFANT CEREAL = ½ oz eq
Grains Measuring Chart for the CACFP Infant Meal Pattern

Grain Item and Size	½ oz eq is about...	Creditable at Meals or Snacks?
Biscuit at least 28 grams	½ biscuit or 14 grams	Snack only
Bread at least 28 grams	½ slice or 14 grams	Snack only
Bun or Roll (entire bun or roll) at least 28 grams	½ bun/roll or 14 grams	Snack only
Corn Muffin at least 34 grams	½ muffin or 17 grams	Snack only
English Muffin (top and bottom) at least 56 grams	¼ muffin or 14 grams	Snack only

CRACKERS = ¼ oz eq
READY-TO-EAT CEREALS = ½ oz eq
Grains Measuring Chart for the CACFP Infant Meal Pattern

Grain Item and Size	¼ oz eq is about...	Creditable at Meals or Snacks?
Cereal, Ready-to-Eat: Flakes or Rounds (e.g., o-shaped cereal)	4 tablespoons (¼ cup) or 7 grams	Snack only
Cereal, Ready-to-Eat: Puffed (e.g., crispy puffed rice cereal)	5 tablespoons (~¾ cup) or 7 grams	Snack only
Cracker, Animal (about 1 ½" by 1")	4 crackers or 7 grams	Snack only
Cracker, Bean-shaped or Similar, Sweet (not honey flavored) (about 1" by ½")	6 crackers or 7 grams	Snack only
Cracker, Cheese, Square, Savory (about 1" by 1")	5 crackers or 6 grams	Snack only
Cracker, Fish-shaped or Similar, Savory (about 1" by 1")	11 crackers or 6 grams	Snack only



New List

Common Grain Foods

For the providers convenience, ECCL created a list with images for the common grain foods with the required serving size in ounce equivalent by age category.

The list is NOW available in our website under the Policies and Regulations tab.

<http://www.evergreencacfp.org/uploads/1682460032oz-eq-for-common-grain-food-products.pdf>



The screenshot shows a tablet interface with a sidebar on the left containing five numbered menu items: 1. COMMON GRAIN FOOD PRODUCTS, 2. Crackers, 3. Raisin Bran/Cornflake Crackers, 4. Raisin Bran/Cornflake Crackers, and 5. Cheez-It Crackers. The main screen displays 'Cheez-It Crackers' with an image of a red box labeled 'ORIGINAL' and '12.4 oz'. To the right is a 'Nutrition Facts' label. Further right is a table with serving sizes for two age groups.

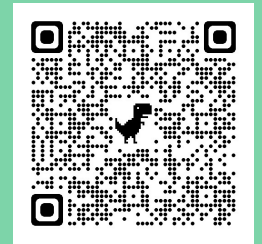
Age 1-5	Age 6-12
10 crackers	20 crackers

The bottom section shows two more tablet screens. The left one is titled 'Teddy Graham Crackers' and shows two boxes of the product with a table of serving sizes: Age 1-5 (12 crackers) and Age 6-12 (14 crackers). The right one is titled 'Sara Lee Plain Deluxe Bagel' and shows a bagel with a table of serving sizes: Age 1-5 (1/4 bagel) and Age 6-12 (1/4 bagel).

Question # 14: Refer to Resource #1 for this question.

For children ages 1-5, what is the minimum serving amount requirement for a Croissant (that is at least 34 grams) in oz. eq.?

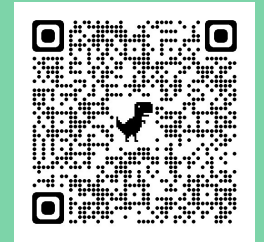
- A) ½ croissant
- B) 1 croissant
- C) 2 croissants
- D) None of the above



Question # 15: Refer to Resource #1 for this question.

For children 6 and over, what is the minimum required serving amount for rice in oz. eq.?

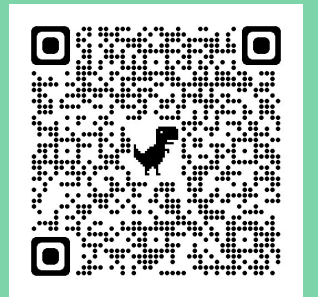
- A) ½ cup cooked rice
- B) ¾ cup cooked rice
- C) 1 cup cooked rice
- D) None of the above



Question 16# : Refer to Resource #3 for this question.

For children 6 years of age, what is the minimum serving amount requirement for **sweet crackers** packages (net weight of package that is at least 28 grams or 1 oz)?

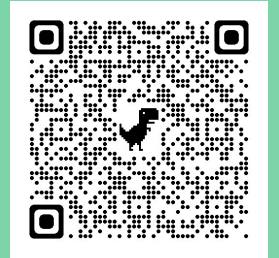
- A) ½ package
- B) 1 package
- C) 2 packages
- D) None of the above



Question # 17: For children ages 6-12 for PM Snack, what is the minimum required serving for *Kellogg's Club Crackers Original*?

Refer to our Common Grain Foods list to find the answer. Use link below or QR Code on the right to answer this question.

<http://www.evergreencacfp.org/uploads/1682460032oz-eq-for-common-grain-food-products.pdf>



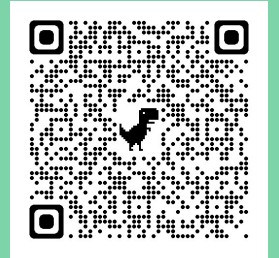
- A) 2 crackers
- B) 4 crackers
- C) 6 crackers
- D) 8 crackers



Question # 18: For children ages 6-12 for lunch, what is the minimum required serving for *Guerrero Wheat tortillas*?

Refer to our Common Grain Foods list to find the answer. Use link below or QR Code on the right to answer this question.

<http://www.evergreencacfp.org/uploads/1682460032oz-eq-for-common-grain-food-products.pdf>



- A) $\frac{1}{4}$ tortilla
- B) $\frac{1}{2}$ tortilla
- C) 2 tortillas
- D) 3 tortillas



Claim Submission and Reimbursement

The screenshot shows the KidKare web application interface. The browser address bar displays <https://app.kidkare.com/#/claim> and app.kidkare.com/#/claims/send-claim. The page title is "Food Program > Send to Sponsor". The "Claim summary" section shows "July 2022" and "Sent to Sponsor 07/29/22 07:07 PM".

Meals	
Breakfast	53
AM Snack	0
Lunch	233
PM Snack	234
Dinner	181
Eve. Snack	0

Days with Meals	
Days with Meals	20
Children Claimed	14
Pending Children	0
Total Meals	701

A hand cursor is pointing to the "Submit Claim" button, which is highlighted in blue. Other buttons visible include "Verify In/Out" and "Send to Sponsor".

To submit your meal claim, log into your KidKare account and **click** the **SUBMIT CLAIM** button. Providers must submit the meal claim at the end of each month OR prior to claiming for the following month.

All meal claims received by the 5th calendar day will be reviewed by ECCI staff and its claim information will be submitted to California Department of Social Services (CDSS) before the 10th of each month.

Once the providers claim information is submitted to CDSS, it takes approximately 4-6 weeks to process Evergreen's claim request.

When ECCI receives the reimbursement, it must be disbursed within 5 working days.

2023-2024 FEDERAL REIMBURSEMENT RATES

Effective July 1, 2023-June 30, 2024

	Breakfast	Lunch	Dinner	Snacks
Tier 1	\$ 1.65	\$ 3.12	\$ 3.12	\$ 0.93
Tier 2	\$ 0.59	\$ 1.88	\$ 1.88	\$ 0.25

2023-2024 State Meal Reimbursement

Effective July 1, 2023 –June 30, 2024

Day Care Homes receive 70% of the below calculation

\$0.2137 state reimbursement for 75% of the breakfast and lunches served to participating children

Claim Summary and Errors Report

After submitting your meal claim to our agency, your Claim Summary and Errors Report is available. By reviewing your Claim Summary and Errors Report , you will know how many meals claimed have been processed and disallowed. The report will also provide the amount of reimbursement you will receive.

Accessing the report on KidKae- Click on Food Program > View Claims > Print Claim Summary Report. The report is available 2-3 business days after you submit your meal claim. Please review and contact us if you have any questions.

We want all of our providers to strive in receiving the following message on their Claim Summary and Errors Report

CONGRATULATIONS! WE FOUND NO ERRORS ON YOUR CLAIM



Monitoring Visits



Due to Covid-19, for the past 3 years ECCI was conducting its monitoring visits remotely. However, with the end of the public health emergency, as of July 1, 2023 the CACFP required all sponsors to begin conducting monitoring visits in-person. During each fiscal year, minimum of three monitoring visits are required for day cares participating in the CACFP (two out of the three monitoring visits must be unannounced).

In response to this change, ECCI created a list to help you prepare for our in-person monitoring visits. This list was emailed to everyone on June 30, 2023. We strongly suggest you go over the list MONTHLY, which will assist you to prepare for upcoming in-person monitoring visits at any time.

Lets go over the items listed on the list :)

List of Documents and items to Prepare for In-Person Monitoring Visits

- Copy of Enrollment Renewal Report (if applicable). This report is generated annually in September to renew the children's enrollment in the food program. Please have your copy readily available for review by our staff.
- Enrollment copies for new children (that are not on the renewal report). Please have your copies readily available.
- All children present in your daycare must have a food program enrollment or a declining form on file to show you introduced the food program prior to 1st day of care. This is part of our Civil Rights Regulation and enrollment forms show proof that the food program was introduced to the child.
- Are you following the meal service times you have scheduled with our agency? It is important to serve your meals according to schedule, as those are the times our monitors may arrive to monitor your meal services. Should you need to make any changes to your meal service times, please notify us in advance to receive approval.

- Are you in compliance with your license capacity? Please visit Community Care Licensing Department (CCLD)'s website for more information including children ratio and staff ratio.
- Are the CACFP Meal Pattern Charts posted in your kitchen?
- Did you preplan your menus in advance on KidKare? (At least 2 hours prior to the meal service). We recommend you plan your menus on KidKare the night before or do cycle menus (weekly or monthly). We also highly suggest that you do not have identical menus within the same week. As part of the food program, we want you to offer variety to gain more nutritional value in different fruits and vegetables.
- All labels for the food items listed on your menus for the day of visit, plus 4 previous claiming days, will be requested.

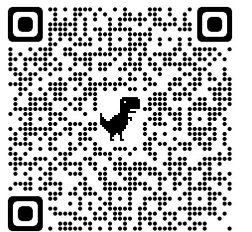
Please ensure that you save all your food labels that is currently in use, to allow our monitors to review them and ensure that the foods served meet CACFP requirements. Providers must save packages showing the products front label, list of ingredients, and nutrition facts label for ALL commercially prepared items which include and not limited to: All grain/bread items, yogurt, juices, tofu (if offered), and processed meat items (such as lunch meat, hot dogs, chicken nuggets, corn dogs etc.).

Reminder: If you store food, such as grain components, in plastic containers, make sure to save the packaging for staff to review during monitoring visits. You can store the actual packaging in a box or folder. Images from online are not acceptable.

- Do you have the age-appropriate milks? Whole milk for your 1-year-olds and 1% or non-fat milk for children 2 and over. Please be prepared to present the milk carton(s) to confirm the milk fat % and the expiration date.
- If you have children who cannot drink dairy milk, do you have a copy of the Evergreen's Milk Substitution Form that you submitted to our agency?
- Signed Medical Statement for children with food allergies, do you have a copy of Evergreen's Medical Statement Form that you submitted to our agency?
- Are you recording your meal attendance on KidKare daily before 10PM?
- Are you checking that your meal attendance saved? After recording the meal attendance on KidKare for the day, on the side tool bar select CALENDAR> SELECT ONLY ONE CALENDAR, IN THIS CASE SELECT THE MEAL CALENDAR. In the meal calendar you will see the initials for the meals where you successfully saved the meal attendance.
- Are you calling out in advance when not claiming a meal or closed for the day?

- Did you review your Claim Summary and Error Report for the previous claim month? By doing so, you will know how many meals claimed have been processed and disallowed. To access this report on your KidKare account do the following: Click on Food Program > View Claims > Print Claim Summary Report.
- Proof of payment for daycare license renewal fee (not applicable if you were recently licensed). Please ensure to email us your proof annually and keep a copy for your records.
- For school age children, are you reporting NO SCHOOL on the child calendar when the children are not attending school? (I.e. Summer vacation, Spring break, Winter break) Ensure to do this before submitting your claim at the end of the month. To do so click on Calendar on the side tool bar> On the top section, select the child calendar> Then click on the drop down menu to select the name of the child you wish to access >Drag the NO SCHOOL OR SICK box to the applicable dates in which the child did not attend school.
- For technical issues with KidKare, are you notifying our agency on the same day prior to 10PM?
- Do you have water available at all times? Ensure to show how you make water available for all children (i.e. water bottles, water dispenser, water in the pitcher with cups, etc.)
- Safety and Sanitation: Ensure to show our staff the area where you feed the children.

Link to the list: http://www.evergreencacfp.org/uploads/1692985095provider-check-list_preparing-for-in-person-visits.pdf



ALLOWING US ACCESS TO YOUR DAYCARE HOME

ECCI providers must permit representatives of ECCI, the CDSS, or the USDA to review CACFP records and the meal and/or snack service operation in the home during announced or unannounced visits during normal childcare hours (Such representatives must show photo identification that identifies them as employees of their respective organizations). Failure to do so will result in the following:

- **First occurrence:** Meals will be disallowed, and provider will be issued a corrective action letter. Follow-up visit will be conducted.
- **Second occurrence:** Meals will be disallowed, and provider will be issued a Serious Deficiency letter. Follow-up visit will be conducted.
- **Third occurrence:** Meals will be disallowed, and ECCI will initiate the Termination Process.



Woman, Infants and Children (WIC) Program

What is WIC?

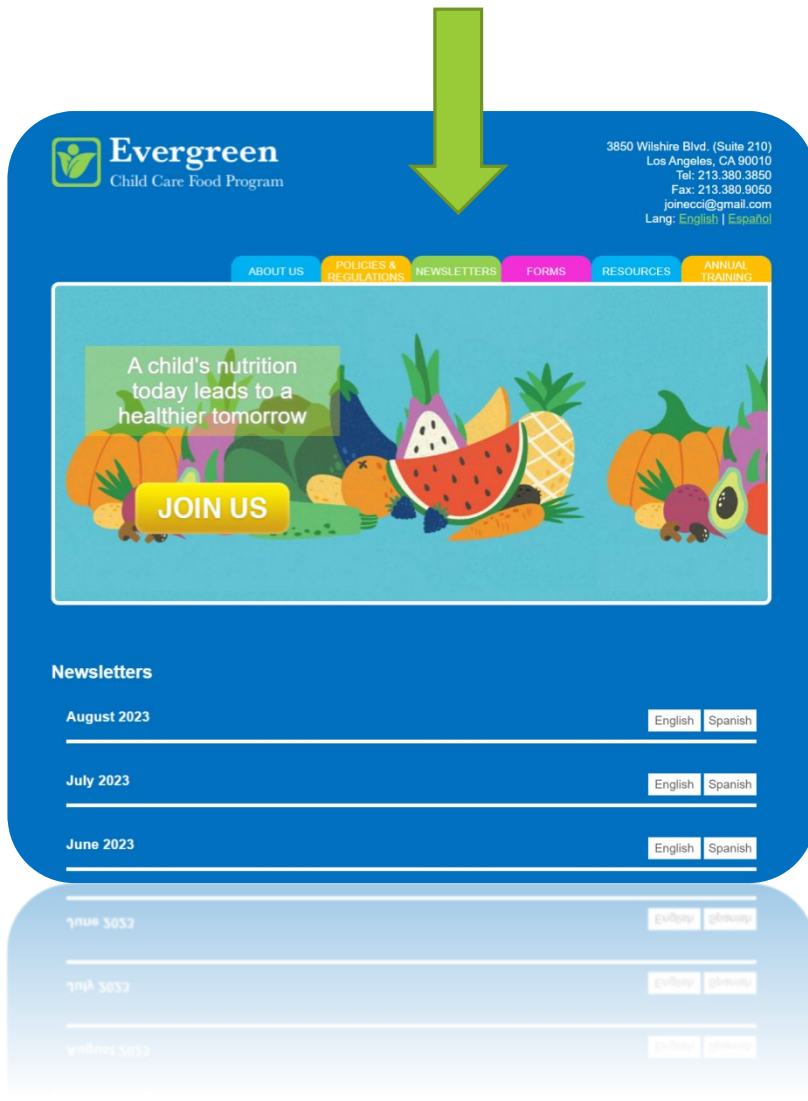
- The Women, Infants, and Children program is a nutrition program that helps pregnant women, mothers with infants, infants and young children eat well, be active, and stay healthy.
- WIC helps families by providing nutrition education, issuing checks for healthy supplemental foods, and making referrals to healthcare and other community services.
- Foster parents, guardians and **single fathers** who have custody of their children can also receive WIC.

You can participate in WIC if you:

- Are pregnant.
- Breastfeeding a baby under 1 year of age.
- Just had a baby in the past 6 months.
- Have children who are under 5 years of age (including those cared for by a single father, grandparent, foster parent, step-parent or guardian).
- Have family income within WIC guidelines.

For further information, please visit: <https://www.cdph.ca.gov/Programs/CFH/DWICSN/Pages/Program-Landing1.aspx>

Newsletters



Providers are **required** to read our monthly newsletters. Important information is communicated through the newsletters, such as:

- Due dates
- New creditable foods
- Harvest of the month
- Changes in the CACFP
- Grant information

www.evergreencacfp.org



THANK YOU!

Please make sure to mail in your answer sheet by
Friday, September 29, 2023

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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW Washington, D.C. 20250-9410; or
fax: (833) 256-1665 or (202) 690-7442; or
email: Program.Intake@usda.gov

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